

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0006 **ISSUE DATE:** February 20, 2015

TITLE: Administrative Analyst 1, Fiscal Management **CLOSING DATE:** March 6, 2015

DIVISION/UNIT: Codes and Standards / Director's Office

LOCATION: DC A Building, 6th Floor **SALARY RANGE:** R29 \$74,251.79-\$105,891.38

POSITION(S): 1 **DISTRIBUTION:** Department

DESCRIPTION OF MAJOR DUTIES:

Under direction of the Assistant Director in the Division of Codes and Standards, coordinates and supervises the work activities of the Division's Fiscal Office. This includes managing the Division's account activities and involves planning and conducting budget analyses of the Division programs. Incumbent makes recommendations regarding program requirements and measures performance goals; does other related duties as needed.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

EXPERIENCE:

Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotable eligible exist within the unit scope.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0006
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer